

Iowa Code (repealed to 8A.371-378)

18A.5 Accommodates pedestrian, bicycle, and motorized traffic that achieves appropriate public accessibility.

Iowa Administrative Code

(New) Chapter 104

Bicycle Commuter Encouragement and Parking Policy

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104.1 ENCOURAGEMENT, INTENT, AND PURPOSE

The intent of this policy is to encourage better facilities for alternate forms of transportation, and develop adequate parking facilities to meet the needs of all building and land users, and encourage public transit, bicycle usage, and walking in lieu of automobiles where a choice of travel mode exists. It is also believed that increased bicycle usage by employees and Capitol Complex visitors will reduce the need for vehicle parking facilities.

Long-term bicycle storage and commuter facilities have multiple uses for employees.

These bicycle commuter encouragement and parking policies are intended to provide safe, convenient, and attractive areas for the circulation and parking of bicycles that encourage storage of bicycles for use during the day and for transportation to and from work. To this end, a bicycle room coupled with lockers and showers reduces barriers and encourages employees to store a bike on complex and get active during their lunch breaks. The showers and lockers have the potential for use from more than cyclists. The policy is intended to be a minimum that would be required for the use of cyclists. The Department should anticipate the shower and locker facilities for those who would like to store extra clothing, a pair of running shoes and have the luxury of a shower when needed. This type of facility, although limited to the Capitol Complex herein, should also be encouraged on all state property or where the Department has control of the land through a contract.

104.2 DEFINITIONS

“Department” means the Department of Administrative Services. The mailing address of the Department is 1305 East Walnut, Hoover State Office Building, Des Moines, Iowa, 50319

“Commission” means the Iowa State Capitol Planning Commission, created pursuant to Iowa Code § 18A. The mailing address of the Commission is 1305 East Walnut, Hoover State Office Building, Des Moines, Iowa, 50319.

"Capitol complex" means an area within the city of Des Moines in which the Iowa state capitol building is located. This area includes the state capitol building and all real property and appurtenances thereto owned by the state of Iowa within an area bounded on the north by Interstate Highway 235, on the east by East 14th Street, on the south by the northernmost railroad tracks south of Court Avenue and on the west by East 6th Street.

“Employee” means any person employed full-time by the state of Iowa,. “Employee” includes a contractor and the contractor’s employees who regularly work on the capitol complex.

“Bicycle parking space” means an area two feet by six feet with a vertical clearance of seven feet that is reserved for a bicycle. Or the area occupied by a bicycle when using a bicycle parking device.

“Short-term bicycle parking space” means a bicycle-parking rack to which the frame and at least one wheel can be secured with a user-provided U-lock or padlock and cable. A typical short-term bicycle parking space is intended to be used less than two hours.

“Sheltered bicycle parking space” means a space within a bicycle room, bicycle locker, or racks inside a building; in bicycle lockers or racks in an accessory parking structure; underneath an awning, eave, or other overhang; or by other facility as determined by the Department that protects the bicycle from direct exposure to the elements. May consist of indoor parking, racks in covered loading dock areas, racks in garage structures, bicycle lockers or other means which provide coverage to the bicycle.

“Long-term bicycle parking space” means a bicycle parking space that protects the entire bicycle and its components from exposure to the elements and theft or vandalism. It is to be located where it will be accessible only to the group of cyclists who need to leave their bicycles unattended for extended periods of time, such as employees.

“Bicycle locker” means a fully enclosed space accessible only by the owner or operator of the bicycle. Bicycle lockers may be pre-manufactured or designed for individual sites. Individually enclosed cages may be considered bicycle lockers if in a locked room or locked enclosure only accessible by the owner or operator of the bicycle.

“Bicycle room” means a long-term bicycle parking area within a building and only accessible to the owners or operators of the bicycles parked within. The maximum capacity of each restricted room or enclosure shall be twenty (20) bicycles except that this number can be increased to 120 if the room is compartmentalized using industrial-grade chain-link fence with lockable industrial-grade chain-link doors into enclosures containing a maximum of 40 bicycles. Individual lockers may or may not be provided in a bicycle room

A “secure” location is one of the following:

- a. A bicycle locker
- b. A lockable bicycle enclosure or compound

- c. A bicycle room
- d. Clearly visible and 30 feet from the employee's work station.

104.3 BICYCLE PARKING REQUIREMENTS

In all places where bicycle parking is required, a minimum of two (2) bicycle parking spaces shall be provided. One U-type bike rack provides two parking spaces.

1. Modifications of existing buildings requirements

Modifications that increase the size of existing buildings by more than 10 percent or a change of use shall provide bicycle parking spaces to meet the requirements of this chapter for the entire development. For the purposes of this section, an "existing building" is a building as it exists on [enter date of enactment]. Wherever the new construction or modification of an existing building is being designed, sheltered bicycle parking shall be encouraged.

2. New construction of buildings and automobile parking structures shall provide adequate short term and long term bicycle parking spaces as required herein.

3. The Department shall determine the bicycle parking requirement for any use not referenced within based on its resemblance to one of the uses outlined.

4. The Department shall be authorized to reduce or waive these requirements where the Commission finds that it is impossible in a particular case.

5. For every 65 employees, one (1) short-term bicycle parking space shall be provided within 6 months of enactment of this policy. The short-term bicycle parking spaces shall be divided proportionately to the number of employees and expected visitors for each building as determined by the Department. A minimum of 2 short-term bicycle parking spaces shall be provided at locations where outdoor seating is provided for events unless the seating area is less than 2000 square feet. For areas of expected use for outdoor events, such as the West Capitol Terrace, a minimum of 10 short-term bicycle parking spaces shall be provided.

6. Sheltered short-term bicycle parking is encouraged and shall be provided whenever practicable within the guidelines herein. To this end, the Department shall be authorized to permit modifications to the design requirements of this chapter if approved by the Commission.

7. For every 75 full-time employees, one (1) long-term bicycle parking space shall be provided. Long-term bicycle parking spaces may be grouped or consolidated to a few bicycle rooms if shower and locker facilities are provided. Long-term bicycle parking spaces can be met by providing a bicycle room, bicycle lockers, racks, or other sheltered and secure storage space inside or outside of the building provided the bicycle is protected from the elements such as driving rain. Fifty percent (50 percent) of this requirement shall be accomplished by January 1, 2009. The remaining shall be accomplished per modifications of existing buildings or structures, plans for new construction, or by January 1, 2011.

8. Bicycle parking shall be included in maps that locate auto parking lots.

104. 4 DESIGN, SECURITY, AND LOCATION OF BICYCLE PARKING

LONG-TERM BICYCLE PARKING

Long-term bicycle parking for multiple uses may be clustered in one or several locations meeting all other requirements specified in this section for bicycle parking.

Long-term bicycle parking spaces in addition to the minimum identified in these rules are encouraged.

All required long-term bicycle parking spaces shall be sheltered

Long-term bicycle parking space requirements are for persons who expect to leave their bicycle parked for two (2) hours or more.

Long-term bicycle parking inside a building shall be provided in a well-illuminated, secure location within 200 feet of a building entrance and on the same floor as the entrance unless an adequate elevator is available.

SHORT-TERM BICYCLE PARKING

1. Short-term bicycle parking spaces accommodate visitors, customers, messengers, and other persons expected to depart within less than two (2) hours.
2. Shall be located along a major building approach line and clearly visible from the approach.
3. The rack area shall be no more than 120 feet from the entrance it serves and should preferably be within 50 feet. If a separate employee entrance exists, bicycle racks shall be located near the employee entrance as well as the patron entrance.
4. The rack area shall be clearly visible from the entrance it serves.
5. In general, multiple buildings or entrances should not be served with a combined distant rack area. It is preferred to place smaller rack areas or a single rack in convenient locations.
6. Rack placement shall not impede pedestrian or vehicular circulation, and should be harmonious with their environment both in color and design.
Parking facilities shall be incorporated whenever feasible into building design and/or street furniture.
7. A five-(5) foot-wide minimum aisle shall be provided behind bicycle parking facilities to allow for maneuvering.
8. Bicycle parking facilities within an auto parking area shall be separated by physical barriers such as curbs, wheel stops, bollards or other similar features to protect bicycles from damage by cars.
9. Users shall not be required to climb or descend stairs in order to access the parking facility.

Design Requirements

1. Dimensional Standards

- a. Each bicycle parking space shall be at least two by six feet with a vertical clearance of seven feet. Already in definition
- b. An access aisle of at least five feet wide shall be provided and maintained beside or between each row of bicycle parking.
- c. Each required bicycle parking space shall be accessible without moving another bicycle.
- d. All bicycle parking facilities shall be anchored so that they cannot be easily removed.
- e. The surface of an outdoor parking facility shall be surfaced in the same manner as the motor vehicle parking area or with a minimum of one-inch thickness of aggregate material. This surface will be maintained in a smooth, durable, and well-drained condition.

2. Bicycle Rack Design. Bicycle parking shall be incorporated into building design and considered with the design of street furniture such as benches, street lights, planters and other pedestrian amenities. Bicycle parking areas and racks shall meet the approved design specifications as follows:

- a. The standard rack required is the inverted “U”.
- b. Each rack provides 2 bicycle parking spaces.
- c. Inverted “U” rack elements mounted in a row horizontally should be placed on 30” centers to allow enough room for two bicycles to be secured to each rack element. A minimum 72 inches (six feet) of depth should be allowed for each vertical row of parked bicycles.
- d. Rack height should not exceed 36 inches.
- e. Minimum tube diameter of 1.9 inches
- f. All racks must be with a powder coated finish.
- g. Use of any other rack must meet the guidelines stated under “Alternative Bicycle Rack Designs”.

3. Alternative (Non-Inverted U) Bicycle Rack Designs:

While the Inverted U is the accepted standard for bicycle parking in the public right-of-way, other rack designs may be accepted for use at the discretion the Department.

Alternate parking devices must meet the following criteria:

- a. Support the bicycle frame at two points above the wheel hubs.
- b. Must accept a myriad of bicycle frame sizes and styles
- c. Must allow for the use of a cable as well as a U-type lock
- d. Allow for the frame and at least one wheel of the bicycle to be locked to the rack
- e. Must be tall enough to be “seen” by pedestrians and the visually impaired, but still in scale for a bicycle locked to the device.
- f. Must be maintenance free or fabricated from materials that wear in an aesthetically pleasing manner
- g. Must have a simple design, rather than complex, which allows the user to easily figure out and utilize the rack. Moving parts are not acceptable.
- h. Must not require the user to lift the bicycle onto the parking device.
- i. The bike rack shall have rounded surfaces and corners.
- j. Bicycles may be tipped vertically for storage, but not hung above the floor. Bicycle parking shall be provided at ground level unless an elevator is easily accessible to an approved bicycle storage area.

4. Bicycle Locker Design:

- a. Minimum locker dimensions: 49" height 30" width 74" length
- b. Park no more than two bicycles per locker
- c. Be made from some durable material such as hard plastic or galvanized steel.

Security Requirements

1. Bicycle parking facilities shall offer security in the form of either a lockable enclosure in which the bicycle can be stored or a stationary object (i.e., a "rack") upon which the bicycle can be locked. Structures that require a user-supplied lock shall accommodate both cables and U-shaped locks and shall permit the frame and both wheels to be secured (removing the front wheel may be necessary). All bicycle racks, lockers, or other facilities shall be permanently anchored to the surface of the ground or to a structure.
2. Lighting shall be provided in a bicycle parking area so that all facilities are thoroughly illuminated and visible from adjacent sidewalks or motor vehicle parking.
3. Bicycle parking shall be visible to cyclists from street sidewalks or building entrances, so that it provides sufficient security from theft and damage.

Location Requirements

1. Required bicycle parking that is located outdoors shall be located on-site within 120 feet of main entrances and not farther from the entrance than the closest motor vehicle parking space. Bicycle parking shall be located in areas of greatest use and convenience to bicyclist. Such bicycle parking shall have direct access to both the public right of way and to the main entrance of the principal use. The location of the rack and subsequent parking shall not interfere with pedestrian passage, leaving a clear area of at least 36 inches between bicycles and other existing and potential obstructions.
2. Bicycle parking facilities shall be separated from motor vehicle parking and drive areas by a barrier or sufficient distance to prevent damage to the parked bicycle.
3. Where bicycle parking facilities are not directly visible and obvious from the public right(s) of way, entry and directional signs shall be provided to direct bicyclists to the bicycle parking facility. Directions to sheltered facilities inside a structure may be supplied as appropriate.
4. When automobile parking spaces are provided in a structure, short term and long term bicycle parking spaces shall be located inside that structure or shall be located in other areas protected from the weather.

104.5 BICYCLE COMMUTER FACILITIES

BICYCLE ROOM

Every modified existing building or new construction with a work force of at least 100 people shall have bicycle commuter facilities consisting of shower(s) and changing rooms(s) unless a sufficient bicycle room with shower and clothing lockers is provided in a central location as provided herein.

Bicycle Room Security

The bicycle room shall have solid opaque walls. All of the interior of the bicycle room shall be visible from the entry door. A motion-activated security light enclosed in a tamper-proof housing shall be provided in each room.

Bicycle Room Doors

Entry doors to the bicycle room shall be a minimum of 30 inches in width. Both door and frame shall be constructed of steel. The door shall be hinged on the inside unless hinges are tamper-proof, and shall have a security window constructed of a laminate of tempered glass and polycarbonate in a steel frame for permanent visual access. The entry door shall have a separate lock and key or programmed entry system.

Bicycle Room, Compound, or Locker Access

The bicycle room, compound, or lockers shall be located no lower than the first complete parking level below grade and shall have direct access to outside, except that a location more than one level below grade may be permitted where an elevator is supplied offering direct access to outside. There shall be no stairs on the access route, except that the [enter person in charge] may allow stairs provided a wheel ramp of a minimum width of 6 inches is provided without cutting into the stair tread.

Bicycle Room, Compound, or Locker Lighting

Lighting in the bicycle room, compound, or locker area shall provide vertical illumination at floor level of a minimum level of 160 lux, with true color and a uniformity ratio of at most 3:1.

Bicycle Space Access

All required bicycle parking spaces shall be independently accessible by means of an aisle of a minimum width of 5 feet, except that the Department, in consultation with the an engineer, may permit a lesser width, to an absolute minimum of 4 feet, where the bicycle spaces served are provided more than the minimum required width. All access shall have a minimum vertical clearance of 7 feet.

Horizontal and Vertical Bicycle Spaces

A minimum of 50 percent of the required long-term bicycle parking spaces shall provide for the bicycles to be placed horizontally on the floor or ground. Vertical bicycle space racks shall support the bicycle without the bicycle being suspended on the wheels.

Bicycle Compound Security

The bicycle compound shall extend from floor to ceiling, and have industrial-grade chain-link walls and door with a non-reflective coating. The walls and door shall be reinforced by full height solid steel bars 13 millimeters (.5 inch) minimum diameter or square section, spaced no more than 150 millimeters (6 inches) apart, and welded one to another by at least two crossbars no more than 1,200 millimeters (47 inches) apart, or constructed to provide equivalent or greater security. Supports shall be attached to floor and ceiling with tamper-proof or concealed bolt heads or nuts. Industrial grade chain-link shall be No. 7 gauge or heavier.

Bicycle Compound Doors

Entry doors to the bicycle compound shall comply with the requirements for a bicycle room., except that no window is required, and the door may be constructed of reinforced chain-link. The lockset or programmable entry shall be placed in a steel plate box welded

to the door structure. The supporting post shall be detailed to receive the striker plate. The doorway shall be detailed to prevent access to the latch from lock side with bolt cutters.

Bicycle Compound Size

The bicycle compound shall be designed to accommodate a maximum of 30 bicycles.

Bicycle Locker Design and Security

Bicycle lockers shall be constructed of solid, opaque, and theft-resistant material with a lockable door which opens to the full width and height of the locker. Bicycle locker edges shall be secured with no exposed fittings or connectors. Bicycle lockers shall be weatherproof if located where exposed to the elements.

CLOTHING LOCKERS AND SHOWERS

Where long-term bicycle parking spaces are provided, a minimum number of clothing lockers equal to 0.7 times the minimum number of required long-term bike parking spaces shall be provided for each sex, and shall be a minimum of 23 inches in depth, 15 inches in width and 50 inches height.

A minimum number of showers equal to .2 times the number of required long-term bike parking spaces shall be provided for each sex. For every two (2) shower stalls, the room shall be equipped with the following:

- (a) one mirror;
- (b) one electrical outlet;
- (c) one counter top with minimum width of 3 feet and a minimum depth of 20 inches wide;
- (d) two towel racks;
- (e) two chairs or one bench;
- (f) wall-mounted hair dryer